

STANDING RULES OF THE TN COMMISSION OF INDIAN AFFAIRS

Approved 29 December 2007 Memphis

1. **Meetings** - Calling
2. Meetings - Agenda
3. Meetings - Reports
4. Meetings - Public Comments

5. **Members** - Officers
6. Members - Censure
7. Members - Absence

1. Meetings - Calling

- A. The Commission shall meet at a location and on a date and time agreed upon at a regularly scheduled Commission meeting with a quorum present, or agreed upon by a majority of Commission members at least eleven (11) days in advance and in writing.
Any meeting that is not called and scheduled by a majority of Commission members shall not be considered a legal meeting, except for emergency meetings, which needs the requirements for Section 1 with a three-day notice.
- B. The Chairperson who sees a need for an emergency meeting, or is requested to do so by a commission member, may call no more than two (2) meetings in a calendar year with, at least, a three-day notice and in consultation with Commission members.
Any Commission member may also call for an emergency meeting following the same said procedures.

2. Meetings - Agenda

- A. Agenda items proposed by commissioners must be submitted in writing to the other members of the Commission at least eleven (11) days in advance of the meeting at which they are proposed for discussion.
- B. Agenda suggestions and/or resolutions from the public must be submitted in writing to the chairperson and secretary of the Commission at least thirty (30) days in advance of the meeting at which they are proposed for discussion.
- C. Issues not on the advance agenda shall be tabled until the next meeting unless approved for inclusion in the agenda by a two-thirds (2/3) majority.

3. Meetings - Reports

- A. Reports from the commissioners, committees, ACTIA and TNNAC shall be heard at each meeting.
- B. Commissioners shall provide a written report of their activities since the last meeting to the secretary at or before the meeting for the state's permanent record. Written reports not submitted at the meeting are to be mailed or emailed to secretary within forty-five (45) days following meeting.

4. Meetings - Public Comments

- A. Members of the attending public shall be limited in their comments to the Commission at the end of the meeting to four (4) minutes.
- B. Public comments shall be taken according to the order of sign-up sheets.

5. Members - Officers

- A. Officers serve at the pleasure of the Commission.
- B. Officers serve from January to January for two-year terms (even-numbered years).
- C. Elections for Commission officers shall be held at a December meeting.
- D. Election of officers shall be by vote of the majority present.
- E. Officers may be removed from office at any time by a majority vote of commissioners.

6. Members - Censure

- A. Commissioners, especially Commission officers, may be censured for inappropriate behavior.
- B. Two warnings may be issued.
- C. Upon cause for a third warning, the Commission shall request that the Governor or respective Speaker appoint a replacement for the offending Commissioner.

7. Members - Absence

Absences may be excused for serious personal and family illnesses or crises, with a written request submitted via standard mail or email up to twenty-four hours prior to a Commission meeting.
